

EOP ASSIST 3.0: Next Generation of Updates and Enhancements

Welcome! The Webinar will begin at 2:00 p.m. EDT.

- Please **turn on your computer speakers**.
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EOP ASSIST 3.0: Next Generation of Updates and Enhancements



U.S. Department of Education
Office of Safe and Healthy Students

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- Audio is available through your **computer speakers**.
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Agenda

Federal Guidance on School Emergency Management

Overview of EOP ASSIST

EOP ASSIST 3.0 Software Updates

EOP ASSIST 3.0 Resources

EOP ASSIST Interactive Workbook

Q&A Session

Five Preparedness Missions

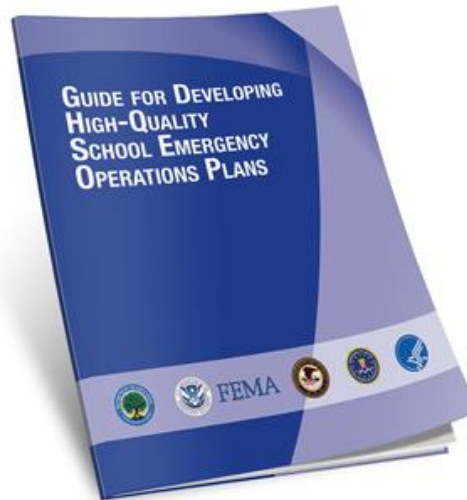


an incident or emergency

Federal Agency Partners



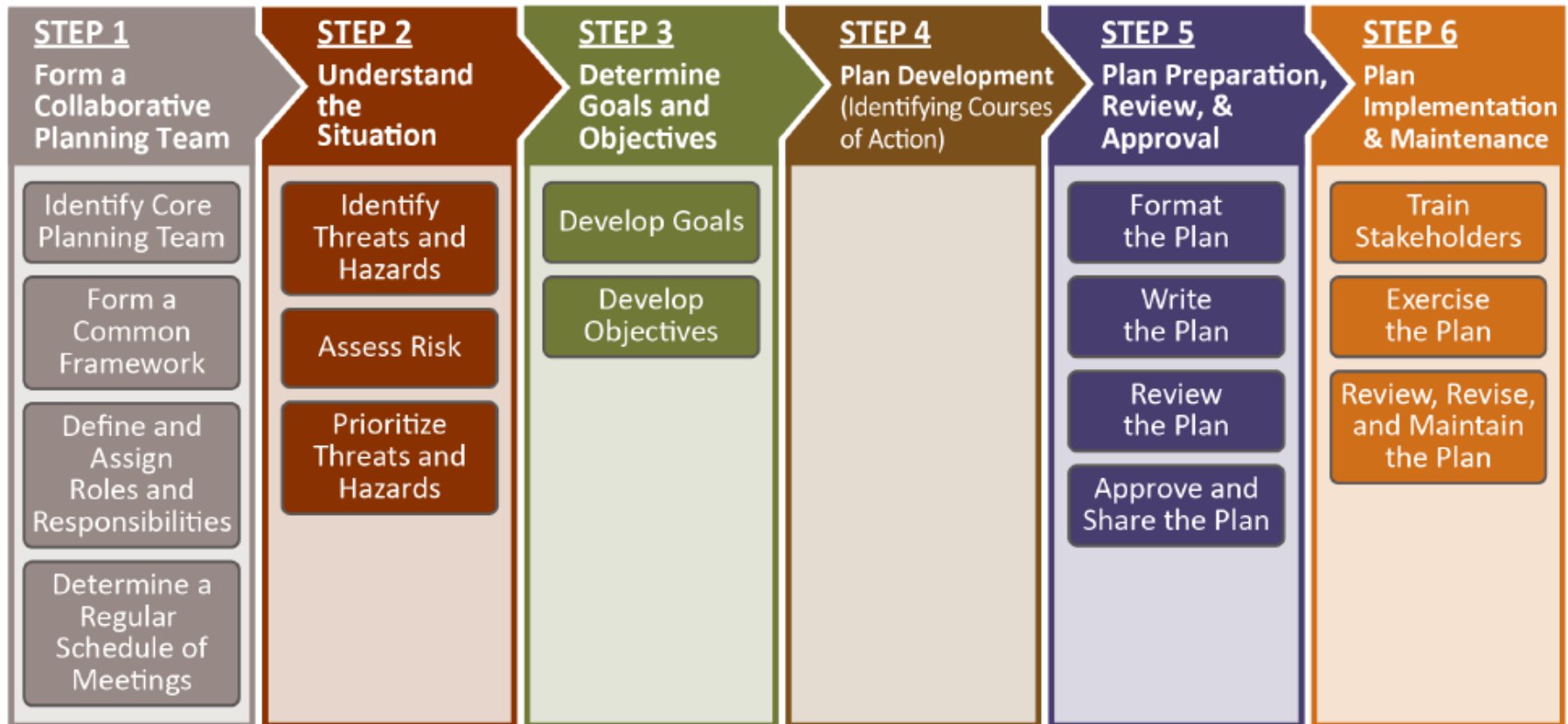
FEMA



Planning Principles



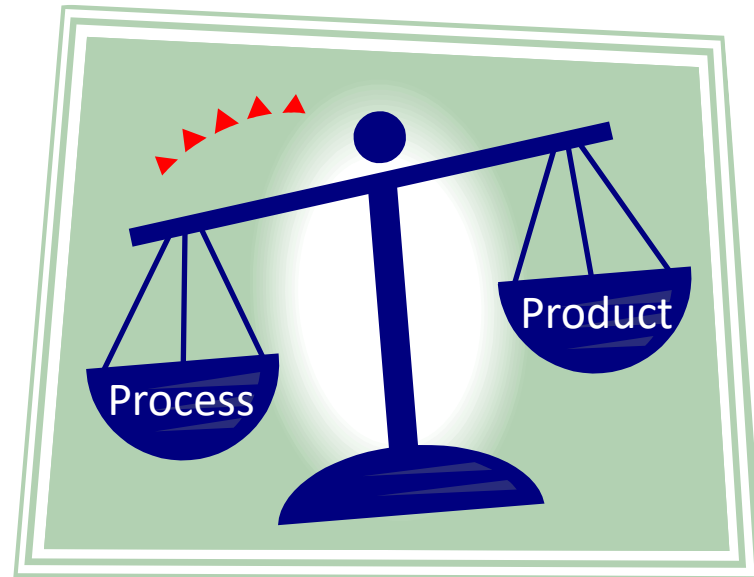
Six-Step Planning Process



Overview of EOP ASSIST

This **school EOP generator** closely aligns with the latest Federal guidance and:

- Leads users through the recommended six-step planning process;
- Provides resources to support users through the process (to teach users the guidance); and
- Generates a school EOP based on the Federal guidance.



Please visit

[https://rem.s.ed.gov/EO
PASSIST.aspx](https://rem.s.ed.gov/EO_PASSIST.aspx)

Timeline of EOP ASSIST

EOP ASSIST

January 2015

- District- and school-level hosting option
- Management features
- Resource Toolkit

EOP ASSIST 2.0

September 2015

- State-level hosting option
- Enhanced management features
- Expanded IT compatibility
- Updated Resource Toolkit

EOP ASSIST 3.0

March 2017

- State and local requirements functionality
- Enhanced management features
- Expanded IT compatibility
- Updated Resource Toolkit



EOP ASSIST: A Downloadable Tool

State, District, or School Hosting

- **Download** the application from REMS Website, then **install** on local server and host as an online tool.
- EOP data is **private**—the REMS TA Center & OSHS cannot access EOP data.
- **Local control** over the security of EOP data.



An Overview of the Features and Functions of EOP ASSIST

Video 1

Welcome

Features and Functions
EOP ASSIST

Planning Process

MENU School: **ABC High School** Home My Account Calendar Planning Process My EOP Users Log Out

Planning Process Step 1 Step 2 **Step 3** Step 4 Step 5 Step 6



Develop Goals and Objectives for Threats and Hazards

Next, your team should develop three goals and corresponding objectives for each of your selected threats and hazards. The three goals should indicate the desired outcome (1) before, (2) during, and (3) after a threat or hazard has unfolded at your school. For each of your goals, please provide corresponding objectives—or specific, measurable actions—to achieve these goals. Often, planners will need to identify multiple objectives in support of a single goal. The goals and objectives developed in this step will be carried forward to the next step in the planning process—Step 4—which will prompt your planning team to develop [courses of action](#) for accomplishing the goals and objectives established here. Ultimately, the goals, objectives, and courses of action developed for each threat or hazard will form the Threat- or Hazard-Specific Annexes section of your school EOP.

As your team develops goals and objectives for threats or hazards, you should find that some of your goal addressing the threat or hazard of a fire might be to provide necessary medical attention to those with disabilities, tornadoes, explosions, contaminated food outbreaks, or *active shooter situations*. These cross-cutting functions include the following: evacuation; lockdown; shelter-in-place; accounting for all persons; communications and coordination; medical, and mental health; and security. While developing goals and objectives, your team will be prompted to identify functions. The functions that your team identifies here will eventually become Functional Annexes in your school EOP.

Please use the table below to develop [goals](#) and [objectives](#) for each selected threat and hazard, and if a threat or hazard is not displayed below, please return to the previous page to ensure that it is selected.

Begin by clicking the Add button for the respective threat or hazard. Then, type your goals and objectives. You can develop multiple objectives in support of a single goal. Then, for each goal and objective, use the Functional Annexes menu. The functions are preloaded as menu options; however, your team may add new functions to the menu as well. The menu option "None" signifies that the goal or objective only applies to the threat or hazard, and is not a cross-cutting function. After completing all fields and selecting the appropriate menu options for the selected threat or hazard, click the Save button. Repeat this process for the remaining threats and hazards.

If your team wishes to edit goals, objectives, and functions that were previously entered, please click the Edit button for the respective threat or hazard. Pre-populated fields and drop-down menus will appear with previously saved information. After editing any of the available fields, click the Update button. Repeat this process, as needed.

Add/Edit Goals and Objectives for Threats and Hazards

THREATS AND HAZARDS	GOALS AND OBJECTIVES
Active Shooter	Edit
Blizzard	Edit
Earthquake	Edit

Prompts users through the recommended six steps to develop a high-quality school EOP.

Guidance

Forms

Resource Toolkit

Home My Account Calendar Planning Process My EOP Management Log Out

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Resource Toolkit

GUIDANCE

- At-a-Glance Guidance on Step 2
- Pages 7-12 in the *School Guide*

RESOURCES

- Related Resources for Step 2 on the REMS TA Center Website

EXAMPLES

- Examples of Threats and Hazards
- Sample Risk Assessment Matrix
- Assessment and Risk Evaluation Materials in the Tool Box
- Submit your example to the Tool Box

Understand the Situation

ollaborative planning team, it is time to begin the process of developing your school's EOP. Step 2 will prompt your team to develop a d list of **threats and hazards** to be addressed in the school EOP.

List of Possible Threats and Hazards Using a Variety of Data Sources

velop a comprehensive list of threats and hazards by consulting a variety of data sources, including: school and o and Federal partners; and information from the school community.

abilities of Threats and Hazards and Then Prioritize

omprehensive list of possible threats and hazards, the team should evaluate the risk and vulnerability of each of the threats and hazards ning team to prioritize and refine the list of threats and hazards that will be addressed in your school EOP.

our planning team should have a prioritized list of threats and hazards that will be carried forward to Step 3. In Step 3, your planning team will easures to address those prioritized threats and hazards.

 Resource Toolkit



Downloadable EOP

Stoneybrook Middle School Emergency Operations Plan

TABLE OF CONTENTS

Basic Plan	3
Signatures	3
Introduction	4
Objectives	5
Assumptions	6
References	7
Appendices	9
Annexes	11
Dissemination	12
Revisions	14
Responsibilities	17
Dissemination	20
Appendix A	23
Appendix B	25
Appendix C	27
Appendix D	30
Appendix E	32
Appendix F	32
Appendix G	34
Appendix H	39
Appendix I	44
Appendix J	49
Appendix K	52
Appendix L	55
Appendix M	59
Appendix N	66
Appendix O	68
Appendix P	68
Appendix Q	70
Appendix R	75
Appendix S	78
Appendix T	80
Appendix U	84
Appendix V	87
Appendix W	90
Appendix X	94
Appendix Y	98
Appendix Z	2

Stoneybrook Middle School Emergency Operations Plan

2015-03-25
Stoneybrook Middle School

This school EOP was prepared using the EOP ASSIST software application.
For more information, visit <http://rems.ed.gov/EOPASSIST>.

Stoneybrook Middle School Emergency Operations Plan

FUNCTIONAL ANNEXES

Evacuation

Stoneybrook Middle School Emergency Operations Plan

BASIC PLAN

1. Introductory Material

1.1 Promulgation Document and Signatures

The Stoneybrook Middle School Emergency Operations Plan is hereby promulgated.

William Haddad
Superintendent of Schools

Brian Hoffman
School Principal

Jennifer Smith
School Board President

Sarah Nguyen
School Nurse

Garrett Gonzales
School Board Member

Suzanne Lombardozzi
School Social Worker

Kelly Fulton
School Board Member

Martin Duffy
Fire Chief

Marissa Jackson
School Board Member

Sandra Jacks
Police Chief

Joseph Yeago
School Board Member

Stephen Gerstein
Emergency Manager

Ensure all students and staff know the evacuation route, assembly points, identify, and communicate the location of rally points to be used during an evacuation.

Train students and staff on evacuation route and procedures. Conduct evacuation drills and exercises so that students and staff may become familiar with evacuation procedures.

Evacuate the school immediately.

Notify school community of threat and/or hazard inside the building.

Evacuate all students, staff, and guests from the school using designated staff direct evacuation traffic.

Verify that all individuals have left the building.

Conduct a headcount to sweep the building.

Maintain control over students and await directions from Incident Commander.

Work with first responders to determine evacuation routes (alternate routes) and rally points (including alternate rally points). Routes should allow for timely evacuation with limited congestion. Routes should be a sufficient distance from the school building and potential media staging areas.

Map out evacuation routes and rally points and posts a map of the school building, including bathrooms and hallways.

Train members on evacuation routes and staff on evacuation procedures. Conduct drills and exercises to ensure familiarity with the evacuation plan and practices roles and responsibilities.

Determine extra supports needed by individuals with disabilities, including those with access and functional needs, and English Language Learners in the event of an evacuation, and designate staff to provide those supports.

Establish a process by which visitors are informed of evacuation procedures. This may include substitute teachers, contracted service providers, and staff in classroom and non-classroom settings (e.g. volunteers or contractors conducting teacher observations).

Traditional EOP
Format

Creating a School EOP With EOP ASSIST: A Focus on the Planning Process

Video 2

Welcome

Creating a School EOP
with **EOP ASSIST**

EOP ASSIST 3.0 Update



State and Local Requirements

THREATS AND HAZARDS	REQUIRED BY	GOALS AND OBJECTIVES
Earthquake	District	
Sample Threat 1	State	
Sample Threat 2	State	
Wildfire	School	



FUNCTIONS	APPLICABLE TO	GOALS AND OBJECTIVES
Communications and Warning	Only Sample School EOP for State Team	Add +
Continuity of Operations (COOP)	Only Sample School EOP for State Team	Add +
Evacuation	Only Sample School EOP for State Team	Add +
Family Reunification	Only Sample School EOP for State Team	
Lockdown	Only Sample School EOP for State Team	
Recovery	Only Sample School EOP for State Team	
Security	Only Sample School EOP for State Team	
Sample Function 1	All School EOPs in State	



Resource Toolkit

Resource Toolkit

User Management | School Management | District Management | State Access | Time-Out | Resource Toolkit

Add Resource

Please use the form below to add resources to toolkit.

*Name:

*Resource Link Choose File No file chosen
Enter the full URL path of the resource for example: [http://www.domain.com/resource.pdf] or upload a file.

*Section: --Select--

Page(s) Applicable:

HOME

- Before Using EOP ASSIST
- How Teams Can Use EOP ASSIST
- Introduction to the Planning Process

STEP 1

- Overview of Step 1: Form a Collaborative Planning Team
- Identify a Core Planning Team
- Form a Common Framework and Define and Assign Roles and Responsibilities
- Determine a Regular Schedule of Meetings

STEP 2

- Overview of Step 2: Understand Situation
- Develop a Comprehensive List of Possible Threats and Hazards Using Various Resources
- Evaluate Risks and Vulnerabilities of Threats

Add State-, Region-, or District-Specific Resources

New REMS TA Center & Federal Resources

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Management Log Out

Resource Toolkit

Resource was saved successfully!

User Management | School Management | District Management | State Access | Time-Out | Resource Toolkit

Add Resource

Resource Name	URL or File Name	Page(s)	Section	Actions
California Resources	http://rems.ed.gov/StateResourcD.aspx?sState=CA&sRT=SEA	<ul style="list-style-type: none">Before Using EOP ASSISTHow Teams Can Use EOP ASSISTIntroduction to the Planning Process	Resources	Edit Delete

User Account Management

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Management Log Out

Users Logged in as: admin | Role: Super Admin

User Management | School Management | District Management | State Access | Time-Out | Resource Toolkit

Create New User | **Export User Information**

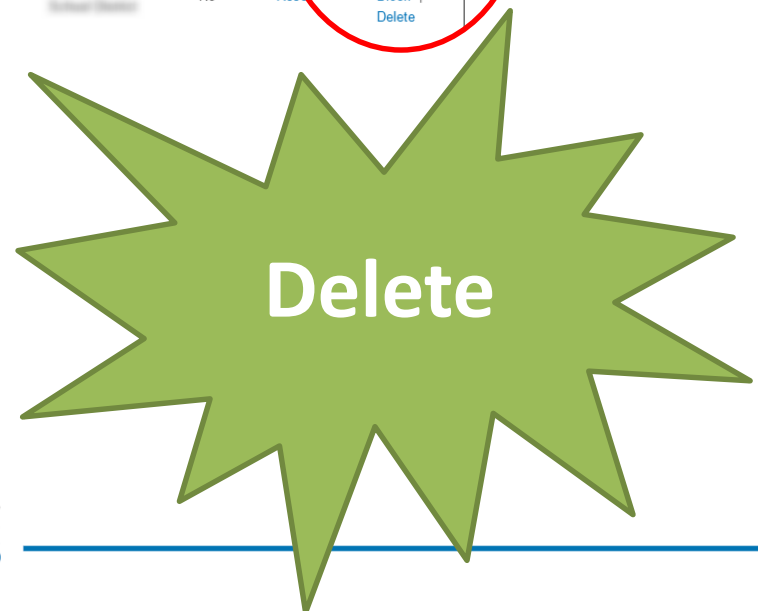
Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
Mark Lutz	marklutz@...	...	Active	No	Reset	Edit Block Delete
...	No	Reset	Edit Block Delete

Delete User ✕

Are you sure you want to delete this user?

Please note that this user will not be notified through EOP ASSIST that their account has been deleted.



School Profile Management

MENU

School: --Select--

Home

My Account

Calendar

Planning Process

My EOP

Management

Log Out

Schools

Logged in as: admin | Role: Super Admin

User Management

School Management

District Management

State Access

Time-Out

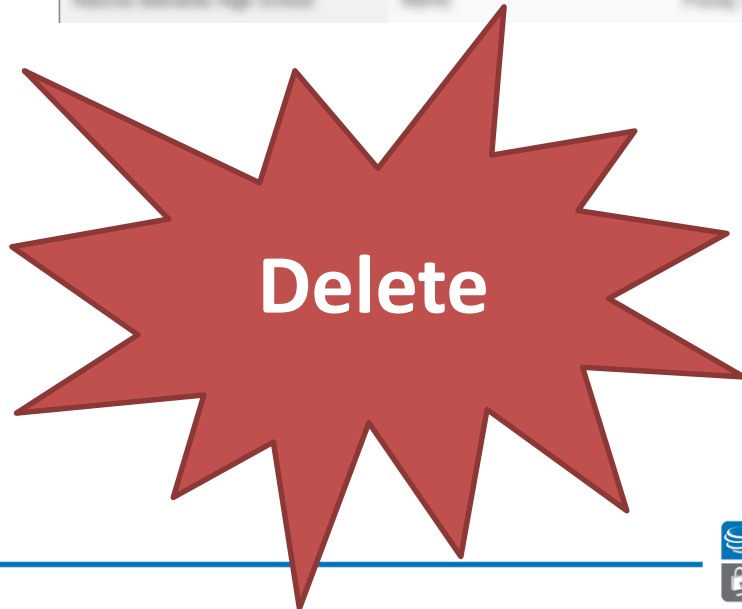
Resource Toolkit

Create New School

Show 10 entries

Search:

School Name	School Screen Name	District	District Screen Name	EOP	Modify School
...	No Data	Edit Delete



Delete School

Are you sure you want to delete this school?

Please note that all EOP information associated with this school will also be deleted.

[Delete](#) [Cancel](#)

District Profile Management

MENU

School: --Select--

Home

My Account

Calendar

Planning Process

My EOP

Management

Log Out

Districts

Logged in as: admin | Role: Super Admin

User Management

School Management

District Management

State Access

Time-Out

Resource Toolkit

Create New District

Show 10 entries

Search:

District Name	Screen Name	Modify District
Public County Public Schools	PS00	Edit Delete
Public County School District	PS00	Edit Delete

Delete District

Are you sure you want to delete this district?

Please note that all schools and EOP information associated with this district will also be deleted.

Delete

Cancel

Delete

Time-Out Feature

MENU

School: --Select--

[Home](#)

[My Account](#)

[Calendar](#)

[Planning Process](#)

[My EOP](#)

[Management](#)

Time-Out

[User Management](#)

[School Management](#)

[District Management](#)

[State Access](#)

[Time-Out](#)

[Resource Toolkit](#)

In order to protect the security of school EOPs, users are automatically logged out. The duration of time that all users' sessions remains idle or inactive before being automatically logged out may be adjusted by the Super Administrator only. Please note that security standards recommend setting 60 minutes as the maximum amount of time to elapse before timing out.

Length of time in minutes: [5] [Edit](#)

Customize

Adjust Session Time-Out Duration

Length of time in minutes:

[Save](#)

[Cancel](#)

User List Export

MENU

Home My Account Calendar Planning Process My EOP Management Log Out

Users

User Management | School Management | District Management | State Access | Resource Toolkit

Create New User | **Export User Information**

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	john@smith.com	12345	Active	State Administrator			No		Edit
Jane Doe	jane@doe.com	67890	Blocked	School Administrator	Smith School	Smith District			
John Doe	john@doe.com	12345	Active	District Administrator					
Jane Smith	jane@smith.com	67890	Active	School User	Smith School	Smith District			
John Doe	john@doe.com	12345	Active	School Administrator	Smith School	Smith District			
Jane Smith	jane@smith.com	67890	Active	School User	Smith School	Smith District			
John Doe	john@doe.com	12345	Active	State Administrator			No		Edit
Jane Smith	jane@smith.com	67890	Active	District Administrator	Smith School	Smith District	No		Edit Block
John Doe	john@doe.com	12345	Active	School Administrator	Smith School	Smith District	No	Reset	Edit Block

Excel Spreadsheet

Installing EOP ASSIST for the First Time

Register on the REMS TA Center Website

- To receive an email with directions for downloading the application files.

Install on a server

- With the required software by IT personnel.

Set up profile and accounts

- For the host institution and its administrators.

Deploy to practitioners

- Via a link on the institution's Website.

Use EOP ASSIST

- To create a school EOP via the internet.

Upgrading to EOP ASSIST 3.0 from 2.0

Refer to original registration email

- To use log-in credentials for accessing the application file and instructions.

Download upgrade instructions and file

- Which are different from and easier to complete than the original installation.

Upgrade version on your server

- A process that is faster than the original installation and saves your EOP data.

Use EOP ASSIST

- To revise and review your school EOP via the internet.

Technical Requirements

Operating System

- Linux
- Microsoft Windows Server 2016
- macOS 10.12 Sierra

Web Server Software

- Apache HTTP Server 2.4
- Internet Information Services (IIS) 10

Relational Database Management System (RDBMS)

- MySQL 5.7
- Microsoft SQL Server 2016

Scripting Language

- PHP 5.6

Technical Support Resources

User
Manual



EOP ASSIST 3.0:

A Software Application for
K-12 Schools, School Districts, and State Agencies

Installation
Manual



EOP ASSIST 3.0:

A Software Application for
K-12 Schools, School Districts, and State Agencies

Video
Tutorials

User Manual

Welcome

Using EOP ASSIST as an
Administrator

Installation Manual

Help
Desk



Information Dissemination Resources

Flyers

Readiness and Emergency Management for Schools (REMS)
Technical Assistance (TA) Center

EOP INTERACTIVE TOOLS

The U.S. Department of Education and the REMS TA Center present
A Free Web-Based App to Create Your EOP

Our nation's schools and districts are entrusted to provide a safe and healthy learning environment for approximately 55 million elementary and secondary students each school day, and communities expect schools to keep children safe from threats and hazards. For school administrators and emergency management personnel, creating a comprehensive emergency operations plan (EOP) can be a challenging task.

What is EOP ASSIST 3.0?

To help school administrators and emergency management personnel create or revise their EOPs, the Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center has recently updated its free plan development software application (app), EOP ASSIST, and is pleased to announce the release of **EOP ASSIST 3.0**. This user-friendly app walks school and district emergency management personnel through the six-step planning process for creating a customized school EOP recommended in the *Guide for Developing High-Quality School Emergency Operations Plans (School Guide)* and includes a number of enhanced features and functions.



EOP ASSIST 3.0's features allow schools to:

- Facilitate collaboration among school planning team members, including community partners;
- Compile all emergency management information in a single location;
- Access relevant resources and help topics directly through the app interface throughout the planning process;
- Generate a comprehensive school EOP based on the Federal guidance and recommendations;
- Revise the EOP, as necessary, to address changes in state, local, or district policies and/or other factors, such as resource availability;
- Share the EOP with district and state officials, depending on how your institution configures the app's settings; and
- Schedule EOP reviews or meetings, and set deadlines for submitting EOPs.

DID YOU KNOW...?

- In June 2013, the White House released the *School Guide*, which is a joint product of six Federal agencies and builds upon years of emergency planning work by the Federal government.
- The *School Guide* responds to the concerns voiced by stakeholders following recent emergency events, and is customized to the needs of the school community.
- Schools can use the *School Guide* to meet create or revise their EOPs, and to align their practices with those at the national, state, and local levels.

For more information, please contact the REMS TA Center at remstacenter.org.



An Overview of the Features & Functions of EOP ASSIST 2.0

For School & School District Hosts and Their Stakeholders

Presentations

Features & Functions of EOP ASSIST 2.0

For State Agency Hosts and Their Stakeholders



Webinars



Networking Resource



Community of Practice (CoP) Forum



EOP ASSIST DISCUSSION

A forum for EOP ASSIST users to share feedback, exchange ideas, and pose questions

5

Web Chat @ 3 p.m. ED...
2 days ago

EOP ASSIST Interactive Workbook



Offline version



PDF viewer and Microsoft Word



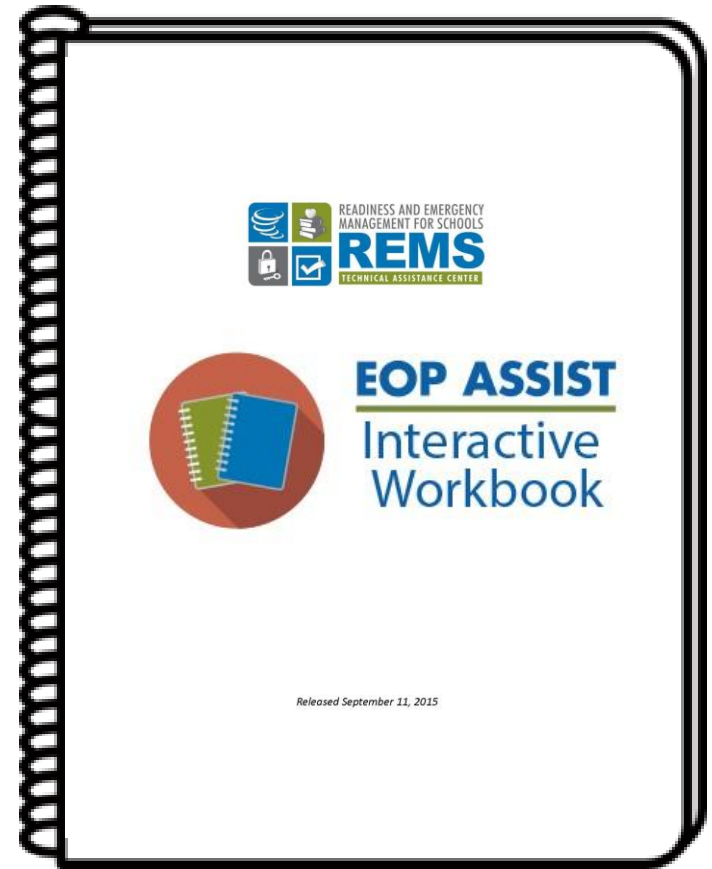
State and local customization



Part A: Instructions



Part B: Worksheets



Part A: Instructions

Step 2: Understand the Situation

Now that your school has a collaborative planning team, you will develop your school's EOP. Step 2 will prompt you to develop a comprehensive, yet prioritized list of threats and hazards.

Develop a Comprehensive List of Pos

Your team's first task is to develop a comprehensive list of threats and hazards from various data sources, including school and district records; community partners; and information from the school's history.

Evaluate Risks and Vulnerabilities of

After your team develops a comprehensive list of threats and hazards, evaluate the risk and vulnerability of each threat and hazard. The planning team to prioritize and refine the list for the school EOP.

Outcome of Step 2

At the conclusion of Step 2, your plan will be carried forward to Step 3. In Step 3, you will develop a plan to address those prioritized threats and hazards.

Please use **Worksheets 29–39 (pg. 35–45)** to develop goals and objectives for each selected threat and hazard. Please use **Worksheet 3 (pg. 8)** to document any cross-cutting functions that are referred to in the goals and objectives developed for threats and hazards.

Begin by typing the respective threat or hazard above the table. Then, type your goals and objectives into the designated table cells. You may add rows to the table (as you would with any other table in Microsoft Word) if your team needs to develop multiple objectives in support of a single goal. Then, for each goal and objective, use **Worksheet 3 (pg. 8)** to mark the checkbox for the corresponding function, as applicable. Recommended functions are preloaded on **Worksheet 3 (pg. 8)**; however, your team may add new functions to the list on **Worksheet 3 (pg. 8)** as well. Once a function has been marked, it is not necessary to mark it again. Be sure to save your work (File>Save or CTRL+S). Repeat this process for the remaining threats and hazards.

Develop Goals and Objectives for Functions

After identifying functions, the planning team should develop three goals and corresponding objectives for each function. As with the goals already identified for threats and hazards, the three goals should indicate the desired outcome for (1) before, (2) during, and (3) after the function has been executed. The goals and objectives developed for these functions will be carried forward to the next step in the planning process—Step 4—which will prompt your planning team to develop courses of action for accomplishing the goals and objectives established here. Ultimately, the goals, objectives, and courses of action developed for each function will form the Functional Annexes section of your school EOP.

Please use **Worksheets 18–28 (pg. 24–34)** to develop goals and objectives for each selected function identified in **Worksheet 3 (pg. 8)**.

Q&A Session



Questions?

Further Information



Phone: (855) 781-7367 (REMS)

Email: info@remstacenter.org

Web: <https://rem.ed.gov>

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Community
of Practice

Host a
Training by
Request

Access
Virtual
Trainings

Download
the *School
Guide*

Web Chat



Now until 3:30 EDT

**Ask Questions
Share Your Experiences**

If you have any questions or issues accessing the Community of Practice (CoP), please contact the REMS TA Center Help Desk at **(855) 781-7367 [REMS]** or **info@remstacenter.org**.